North Central Regional Transit District
Board Meeting
Friday, January 4, 2013

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Commissioner Daniel Barrone, Chair, at 9:15 a.m. at the Jim West Transit Center, 1327 Riverside Drive, Española, New Mexico.

1. **Pledge of Allegiance**

2. **Moment of Silence**

3. **Roll Call**

Roll call indicated the presence of a quorum as follows:

Members Present:	**Elected Members**	**Alternate Designees**
Los Alamos County		*Mr. Philo Shelton III*
Rio Arriba County		
Taos County	*Commissioner Daniel Barrone* [T]	
Santa Fé County	*Commissioner Kathy Holian*	
Pojoaque Pueblo		*Mr. Tim Vigil*
Ohkay Owingeh		
San Ildefonso Pueblo		
Santa Clara Pueblo		
Tesuque Pueblo	*Gov. Charles Dorame*	
City of Santa Fé	*Councilor Patti Bushee*	

City of Española		
Town of Edgewood	*Councilor Chuck Ring*	
Rio Metro (ex officio)		

Staff Members Present
Mr. Anthony J. Mortillaro, Executive Director
Ms. Glenda Aragon, Financial Manager
Mr. Mike Kelly, Transit Operations Manager
Mr. Jim Nagle, Public Information Officer

Others Present
Mr. Peter Dwyer, Legal Counsel
Mr. Carl Boaz, Stenographer

4. INTRODUCTIONS

Those present introduced themselves to the body including three guests from Ojo Sarco and Andrew Martinez from Rio Arriba County.

5. APPROVAL OF AGENDA

Mr. Mortillaro announced that the audited financial report for 2012 was not ready to be accepted by the Board and should be postponed to the February meeting. He also announced that the dates for items F and I should say December 2012, not July 2012.

Commissioner Holian moved to approve the agenda as amended. Councilor Bushee seconded the motion and it passed by unanimous voice vote.

6. APPROVAL OF MINUTES

- **Minutes of Regular Meeting on December 7, 2012**

Commissioner Holian moved to approve the minutes of December 7, 2012. Mr. Vigil seconded the motion and it passed by voice vote with all voting in favor except Councilor Bushee who abstained.

7. PUBLIC COMMENTS

There were no public comments.

PRESENTATIONS

There were no presentations.

ACTION ITEMS FOR DISCUSSION/APPROVAL:

A. Presentation and Acceptance of the FY 2012 Comprehensive Annual Financial Report

This was postponed under Approval of Agenda.

B. Review and Adoption of Resolution No. 2013-01 Disposal and Auction Miscellaneous District Property

Ms. Aragon referred to the list of items on page 15 in the board packet.

Mr. Mortillaro noted on page 77 of the packet that Mr. Bulthuis, Mr. Campos and Mr. Rodgers were the members of the property disposal subcommittee and met with staff to confirm they should be disposed at auction.

Mr. Dwyer explained that the statute allowed for disposal of property to member entities or a state department of New Mexico but obviously the best resolution was to sell them for the proceeds.

Mr. Vigil asked if the computer hard drives had been wiped clean.

Mr. Mortillaro clarified that all of the hard drives would be taken from the machines.

Commissioner Holian asked if the ads had prices requested.

Mr. Mortillaro said they didn't list a price on them because it was hard to evaluate them. He briefly explained the process.

Chair Barrone said Taos County used the same procedure and it was a good process that expedited disposal very well.

Mr. Mortillaro said the District used that process for disposing of vehicles several months ago and ended up with about $46,000 which was more than they expected.

Councilor Ring said the copier and printers should also be swiped clean.

Chair Barrone asked Mr. Mortillaro to provide a report afterward confirming that they were wiped clean.

Commissioner Holian moved to approve <u>Resolution 2013-01</u> on the condition that all memories

are wiped clean on printers, copiers and computers. Councilor Ring seconded the motion and it passed by unanimous roll call voice vote with the Town of Edgewood, Los Alamos County, Pojoaque Pueblo, City of Santa Fé, Santa Fé County, Taos County and Tesuque Pueblo voting in favor and none voting against.

C. Review and Adoption of Resolution NO. 2013-02, Las Trampas Route Service Modification

Mr. Mortillaro reminded the Board that they talked about potential route modifications at the annual review of routes and then had a follow-up report in December with the understanding staff would come back in January with a final report.

Mr. Kelly presented a slide show on the issue and reviewed the discussion that had taken place. He explained the route that went through Cordova, Truchas, Ojo Sarco and Las Trampas from Chimayó and in Las Trampas connected with the Peñasco to Taos Route.

He reported that the annual cost in FY 10 was $128.75 per trip; in FY11 it was $69.27 and in FY 12 it was $72.45. The cost estimated for FY 13 was $70 per trip. The District made an average of 180 trips per month. The District-wide average system cost was $20.70 per trip.

He presented the three options:

Option 1 was to discontinue the route. Two meetings were held for feedback. One was one in Peñasco and the second was in Ojo Sarco. Discontinuing the route would save $148,669 per year but would lose transportation service to four communities. It would also decrease Chimayó ridership by 35% and they would lose the connection from Peñasco to Española.

Option 2 was commuter modification. There were non-riders at the meetings who supported a modification in the schedule. No riders attended the meetings. The cost would be the same but earlier and later run times would impact scheduling and connections.

Option 3 was to reduce the level of service. They now had five runs per day and could reduce that to two runs with one in the morning and one in the afternoon. It would save $98,200 and if they were able to maintain ridership it would reduce the cost to $28.24 per trip.

Chair Barrone welcomed comments from Ojo Sarco

Ms. Yvonne Bonner said her granddaughter used the bus for returning from the school in Santa Cruz but the morning schedule was not early enough for her to use the bus going to school. The school there was trying to get more students from that area.

She thought it would be better to have one bus from Peñasco to Española. She described a woman who got left behind without being able to connect to the other bus. There was little confidence that the bus would be there in time for the connection. Her granddaughter waited once in Santa Cruz when the bus went right on by without stopping for her. The bus is supposed to stop even when no one is there. Those

were the problems they had run into there.

If the District offered two runs in the day hopefully her granddaughter could use them. She had encouraged other people to just try the bus. But they didn't have confidence they would get to their destination and back.

Councilor Ring asked if option three would meet her granddaughter's needs.

Ms. Bonner said it would in the afternoon. There were several others who rode with her. There was a stop at Ojo Sarco at the mail boxes but there was no bus stop sign or any bench.

Her granddaughter said she did ride the bus and it helped her get there.

Mr. Larry Miller from Ojo Sarco said he was not a rider but commuted to Santa Fé for many years and picked up hitch hikers and he would take them as far as possible. But when the routes started they told him they preferred to ride the bus. He thought it was great. He supported the mission of public transportation and pointed out the ridership report. He noted on page 90, the Chama Route ridership was comparable and had a much greater distance to travel. The Los Alamos ridership was on page 91 and ridership was similar to the Ojo Sarco route. They had low population density in the rural communities, not like the bigger communities so the larger ridership subsidizes lower density here and it is the same across the country.

Mr. Mortillaro pointed out that the Chama route was only three days per week and Los Alamos had only 3 midday runs during the week.

Mr. Andrew Martinez thanked the staff for the hard work of the RTD on this route. The presentation was good and the RTD has done a fair effort in communicating with the communities. He liked this last option to reduce the number of trips to save cost. He just hoped they could be timed for consideration of people like this young lady who wants to get to school and for those with hospital or work obligations.

Councilor Bushee said it wasn't in the packet when those two route times in Option three would be scheduled. She asked if the ridership was primarily students or seniors or someone else.

Mr. Kelly said right now the route begins at 8:30 in Chimayó, goes north to Las Trampas by 9:00 and picks up anyone going to Peñasco and heads back down to Chimayó at 9:30 and that goes to Española by 10:00 a.m. The afternoon route started at 4:30 p.m. and it accommodated some students. If it went earlier, it would get to Las Trampas at 8:00 instead of 9:00, etc.

Councilor Bushee asked what the District could do to accommodate more riders.

Mr. Kelly knew of two students who were accommodated in afternoon.

Mr. Martinez suggested a bus could be stationed at Las Trampas. The students needed to be at their school by 8:00 or 8:30.

Mr. Kelly that would mean running a driver from Española to Las Trampas and would mean two runs in

morning and one in the afternoon. The bulk of ridership was on the first run in the morning and the first run in the afternoon.

Councilor Bushee felt that was critical for this population.

Mr. Kelly said that schedule would cost $89,000.

Mr. Shelton asked if the District did on-board surveys of riders about times and possible changes.

Mr. Kelly said they didn't. They just looked at what feedback they had received in the past from the riders. A lot of riders don't start as early as the students.

Commissioner Holian asked what feedback there was at the public meetings in Ojo Sarco and Peñasco on how many possible students could use it.

Mr. Nagle said there were no specific recommendations on timing other than a desire for an earlier morning run so staff didn't know how many could use it.

Ms. Bonner said some students come to the Santa Cruz school from Los Alamos and she didn't know if Park and Ride was part of the District but those students took that Park and Ride to Los Alamos. If they took the blue bus, it would increase ridership there.

Mr. Mortillaro said they could look at an earlier morning run followed by 8:30 run and one evening run and report back to the Board the result. They couldn't meet everyone's need but could make a modification of that option to meet needs of the bulk or riders perhaps as option 4.

Mr. Kelly said instead of 8:00 from Española it would leave at 7:00, go straight to Las Trampas or start from Chimayó at 7:30. It was an hour turn-around.

Councilor Bushee asked what effect it would have to just have one earlier morning route.

Mr. Kelly said they had quite a few seniors who ride but who don't get up as early as those who go to school. They go to medical appointments and shop so they would need both of those runs.

Mr. Shelton was in support of option 3 with that extra run.

Mr. Vigil asked what that would do to the connections.

Mr. Kelly said if they had just one run at the earlier time then anyone on Peñasco would lose that connection. If ridership grows, the bus route could be lengthened so that the Chimayó-Española bus could go all the way to Las Trampas but they would need more riders to make that cost effective.

Councilor Ring asked Mr. Kelly if they could park the bus in an outlying area.

Mr. Kelly said the bus driver in Española would have to still get to the end of the run to drive it.

Mr. Mortillaro asked Mr. Kelly to explore that option further and talk with the passengers as Mr. Shelton suggested and then device a solution of routes to bring to a future board meeting and report back in six months on the result of the Board's decision.

Councilor Bushee moved to explore that option further and talk with passengers and device a solution of routes and bring a report after six months. Commissioner Holian seconded the motion.

Councilor Bushee moved to approve as option 4 two morning routes to Las Trampas, an on-board rider survey on preferences; report back to board in three months to see if it would work and what time for the afternoon route would be best. Commissioner Holian seconded the motion and it passed by unanimous roll call voice vote with the Town of Edgewood, Los Alamos County, Pojoaque Pueblo, City of Santa Fé, Santa Fé County, Taos County and Tesuque Pueblo voting in favor and none voting against.

Chair Barrone thanked the Ojo Sarco residents for attending the meeting.

D. Discussion and Possible Ratification of the Collective Bargaining Agreement Between NCRTD and Teamsters Local No. 492

Mr. Mortillaro reported that there was no action to take but asked for a closed session nevertheless.

Mr. Dwyer agreed. When they got to the end of the contract they need to work out a new contract.

E. Discussion and Possible Adoption of NCRTD System Performance Measures

Mr. Mortillaro clarified this was for the Board's review, comment and hopefully adoption. He had two meetings with the Finance Committee and with very good input from them he modified and clarified the measures.

Mr. Kelly shared a slide show on the performance measures. They had worked several months on these measures. They selected benchmarks to look at. They didn't have decades of rural performance to look at - only for the last five years. They did look at in-state comparables and also Federal Region 6 comparables. He briefly reviewed the eleven performance measures that were grouped in three general areas: administrative, fleet and customer relations.

The Administrative performance measures included ridership of all funded routes, ridership of NCRTD operated routes, monthly expenditures, cost per mile and cost per trip. The Fleet performance measures include vehicle back-up ratio, average vehicle age, percentage of on-time service/inspections and accidents whether major or minor. Customer Relations performance measures included complaints and incidents. The quantitative benchmarks were listed in the printed presentation in the packet.

Commissioner Holian asked if they had this data from previous years.

Mr. Kelly said they didn't.

Mr. Mortillaro said they assume costs have gone up.

Councilor Ring asked what the factors were that affected that cost.

Mr. Kelly said the list included the salaries of supervisors and drivers but not administrative salaries. The operating cost per trip was $15.92 compared with $16.03 for Region 6. The Spare Vehicle Ratio/Combined for all vehicles benchmark was 20% and NCRTD was below that due mostly to the skew of having a variety of vehicle seating capacities. The average fleet age in miles was now at 68,950 miles.

Mr. Mortillaro said average miles per year were 50,000 and the total was over a million miles per year.

Mr. Kelly said the FTA standard for percentage of "on-time" periodic maintenance and inspections was 87% and NCRTD was above that.

Mr. Mortillaro added that they were using a spreadsheet now and looking at software that wouldn't put the onus on drivers to call attention to it. With the software they would have better data.

Mr. Kelly referred to page 70 for accidents per month. This year there was one minor accident on September 25th. Miles driven since then were 245.760. The last major accident was December 7, 2010 and the miles driven since were 1,721,257.

Mr. Kelly for complaints per month, the highest level as a percent of ridership was 0.06%.

Councilor Bushee asked how many of them were delay in schedule.

Mr. Kelly said based on those received they were doing well.

Mr. Mortillaro added that once they got the AVL software they would know in real time who was on time or not and where they were at all times.

Councilor Ring thought the low level of complaints was phenomenal. This speaks very well for the system.

Councilor Bushee moved to accept the report. She detected great strides of the District. Commissioner Holian seconded the motion with thanks to the staff for a very professional job. The motion passed by unanimous roll call vote with the Town of Edgewood, Los Alamos County, Pojoaque Pueblo, City of Santa Fé, Santa Fé County, Taos County and Tesuque Pueblo voting in favor and none voting against.

DISCUSSION ITEMS

F. Financial Report as of December 28, 2012

Ms. Aragon shared the report which was printed in the packet. The Books were not yet closed on December. She explained LA negative revenue because of the refund request by LANL from the State Department of Revenue.

Mr. Mortillaro said the credit was about $3.6 million and District was a part of that amount. He was meeting with the Finance Committee and would have a report at the February meeting to make sure of future revenues. Right now he didn't anticipate service reductions. They could delay some spending until things got better and there would be more discussion coming in February.

Councilor Ring asked how that could happen.

Mr. Mortillaro explained that when they converted from non-profit to a profit company they had to pay more. There was a second refund last year of $200,000.

Mr. Shelton said it was not only a refund but the Lab spending was down considerably. Los Alamos County was trying to reduce the budgets by 10% as a result. Other counties have more diverse sources.

Mr. Dwyer spoke with Los Alamos County earlier this week and the state has made a diligent effort to resolve them in advance. They take advantage of every tax law they can.

Ms. Aragon reported on the GRT receipts from each county.

She went then to expenses which she said were about 28% of budget at the FY midpoint.

Her conclusion was that they could make adjustments to these unreconciled numbers.

Councilor Bushee appreciated the report and asked if the report could show a comparison with the previous FY. Ms. Aragon agreed to do that.

G. Finance Subcommittee Report

Mr. Vigil said the Finance Subcommittee didn't meet since the last Board meeting so he had no report.

H. Tribal subcommittee Report

Ms. Valério was no present to give this report.

I. Executive Report for December 2012 and Comments from the Executive Director

Mr. Mortillaro had no comments to add to his printed report in the packet.

J. Ridership Report for November 2012

Mr. Mortillaro said the ridership report was in the packet on page 88. He said this was a new report format which was reduced from 30 pages to 5 pages.

K. Closed Executive Session
Pursuant to NMSA 1978, Section 10-15-1.H(5), Collective Bargaining exemption for the purpose of discussion of bargaining strategy preliminary to collective bargaining negotiations.

Commissioner Holian moved to go into closed executive session pursuant to NMSA 1978, Section 10-15-1.H(5), Collective Bargaining exemption for the purpose of discussion of bargaining strategy preliminary to collective bargaining negotiations. Councilor Ring seconded the motion and it passed by unanimous roll call voice vote with the Town of Edgewood, Los Alamos County, Pojoaque Pueblo, City of Santa Fé, Santa Fé County, Taos County and Tesuque Pueblo voting in favor and none voting against.

The Board went into closed session at 11:18 a.m.

L. Reconvene in Open Session - Possible action item from closed session.

Councilor Ring moved to return to open session. Commissioner Holian seconded the motion and it passed by unanimous roll call voice vote with the Town of Edgewood, Los Alamos County, Pojoaque Pueblo, City of Santa Fé, Santa Fé County, Taos County and Tesuque Pueblo voting in favor and none voting against. The Board returned to open session at 12:19 p.m.

Chairman Barrone announced to the public that during the closed session no actions were taken and the only matters that were discussed were those allowed for collective bargaining strategy preliminary to collective bargaining negotiations.

Commissioner Holian announced this would be her last meeting on this Board and she was incredibly impressed with the professionalism of the Board and she would miss the Board. She thanked Mr. Mortillaro for all he had done.

Chair Barrone thanked her for her diligent participation as a Board member.

MATTERS FROM THE CHAIR

There were no matters from the Chair.

MATTERS FROM THE BOARD

Councilor Ring said someone from NCRTD was supposed to visit the Edgewood Council.

Mr. Mortillaro said he and Chair Barrone would be there on January 16, 2013.

Governor Dorame said Tesuque Pueblo had a new governor. All the pueblos had now elected their governors. He asked that the attendance records report be presented at the next meeting.

Mr. Vigil said Pojoaque had the same Governor for the coming year.

Mr. Mortillaro agreed to send a letter to everyone regarding the attendance records.

MISCELLANEOUS

There were no miscellaneous matters to come before the Board.

ADJOURN

Councilor Ring moved to adjourn the meeting. Mr. Vigil seconded the motion and it passed by unanimous voice vote.

The meeting of the NCRTD Board of Directors was adjourned at 12:23 p.m.

Approved by:

Daniel R. Barrone, Chair

Attest:

Geoffrey Rodgers, Secretary

Submitted by:

Carl Boaz, Stenographer